



Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of  
Commerce and Trade

**COMMONWEALTH of VIRGINIA**

DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton  
Director

**VIRGINIA MANUFACTURED HOUSING BOARD  
APPLICATION FOR LICENSURE  
MANUFACTURING PLANT**

1. Type of application    ( ) Initial                      ( ) Renewal
2. Full name of business: \_\_\_\_\_
3. Phone number at this plant: ( ) \_\_\_\_\_
4. Mailing address (include street and/or P.O. Box): \_\_\_\_\_
5. Full physical address of plant: \_\_\_\_\_
6. Name and title of individual designated as "In Charge": \_\_\_\_\_
7. Name of individual applying for the license: \_\_\_\_\_
8. Email Address of individual applying: \_\_\_\_\_
9. Federal Identification Number (F.I.N.): \_\_\_\_\_
10. State in which plant is incorporated: \_\_\_\_\_
11. Business hours as posted at business office: \_\_\_\_\_
12. Name of models currently being manufactured at this plant (You may attach a separate sheet, if necessary.): \_\_\_\_\_
13. List below all owners, officers and/or partners, their percentage of ownership, titles, telephone numbers and mailing addresses:  
\_\_\_\_\_  
\_\_\_\_\_
14. List the name and license numbers for any other manufacturing plants owned and /or operated by your company that are currently licensed by the Virginia Manufactured Housing Board.  
\_\_\_\_\_  
\_\_\_\_\_

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15. List the name and license numbers for all dealers in Virginia you are currently doing business with. (You may attach a separate sheet, if necessary.)
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16. Read each question below and check the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates and court jurisdictions; copy of probation papers/release.
- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?  
Yes \_\_\_\_ No \_\_\_\_
- B. Have you ever been convicted of a felony?  
Yes \_\_\_\_ No \_\_\_\_
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?  
Yes \_\_\_\_ No \_\_\_\_
- D. Have you ever been convicted of larceny OR receipt or sale of stolen property?  
Yes \_\_\_\_ No \_\_\_\_
- E. Have you ever been affiliated with, held an interest in; or operated a company that went bankrupt?  
Yes \_\_\_\_ No \_\_\_\_

Please include a current copy of your financial statement which does not have to be an audited copy. The financial statement may consist of a balance sheet. You must also include a full copy of your Sales Agreement with Virginia Dealers and a copy of the Homeowner/Installation Manual.

#### STATEMENT OF COMPLIANCE

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.

Name of Business: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

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**NOTE: Return the completed application along with a check or money order made payable to: Treasurer of Virginia,  
Virginia Department of Housing and Community Development  
Division of Building & Fire Regulation  
P.O. Box 652  
Richmond, Virginia 23218-0652**

**Please see the Memorandum of Instructions for the applicable fees.**

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